



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER ORDER 5000.4A

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: RESPONSIBILITIES FOR PERSONNEL ADMINISTRATION ABOARD THE MARINE
CORPS AIR GROUND COMBAT CENTER (MCAGCC)

Ref: (a) MCO 5000.14D

Encl: (1) Individual Marines' Administrative Responsibilities
(2) Commanders' Responsibilities for Personnel Administration
(3) Installation Personnel Administration Center (IPAC)
Responsibilities
(4) Unit Deployment Program/Contingency Operations and Field Support

1. Situation. The reference establishes standardized personnel administration functions and organization throughout the Marine Corps for the consolidation of personnel administration at the installation level. Although the reference addresses General, Operational, Manpower, and Personnel Administration, this Order focuses on the reporting and maintaining information that affects a Marine's pay, compensation, promotion, military readiness, personal readiness, and family readiness.

2. Mission. To establish personnel administration responsibilities of the individual Marine, Commanders, and the IPAC aboard MCAGCC. Enclosures (1) through (4) detail these responsibilities.

3. Execution. Review of the reference is required for all commanders and their staffs. The Commanding General, MAGTFCT, MCAGCC is responsible for the oversight and daily operation of the Installation Personnel Administration Center (IPAC). Adherence to this Order will assist commanders in focusing on the combat readiness of their unit, while simultaneously maintaining personnel administrative readiness. The end-state is to provide Commanders, Marines, and their family members effective administrative support. Training in the use of administrative initiatives such as Marine On Line (MOL), and assistance in establishing or refining unit internal control procedures is available through the MAGTFCT G-1/Manpower Directorate.

4. Tasks

a. Commanders

(1) Tenant and subordinate unit commanders are ultimately responsible for the accuracy of their Marines' records and will ensure compliance with this Order and the reference.

(2) Implement internal control procedures at the local unit IOT comply with the responsibilities published in the enclosures.

(3) Ensure S-1 and senior enlisted personnel attend the scheduled bi-monthly meetings with IPAC personnel to review administrative issues.

b. Manpower Directorate (IPAC)

(1) Ensure compliance with this Order and provide assistance as needed to individuals and commanders with the execution of responsibilities listed in this Order.

(2) Coordinate a schedule for and hold bi-monthly administrative meetings between the unit S-1s, senior enlisted personnel and IPAC sections.

(3) Execute all duties and responsibilities as covered by this Order and the reference.


(4) Establish and track internal controls between the supported units IOT facilitate the administrative work flow.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the Commanding General, MAGTFTC(G-1/Manpower) via the appropriate chain of command. Distribution Statement A-1 directives issued by the Commanding General are distributed via email. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Active Duty and Reserve Personnel aboard MCAGCC.


J. R. BRADEN
Chief of Staff

DISTRIBUTION: A-1

INDIVIDUAL MARINES' RESPONSIBILITIES

1. Individual Marines are responsible for the accuracy of their own records, especially information for which they are the source. Marines should take ownership of their own service records and are responsible as follows:

a. Reviewing Service Record Books and Officer Qualification Records. These documents are typically formally audited every time a Marine is transferred, and at other times as determined by command and Marine Corps policy. Marines, assisted by their commander/unit S-1 and the IPAC as necessary, should take immediate action to correct any errors identified during these reviews.

b. Reviewing the accuracy of information in Marine Corps Total Force System (MCTFS) via Marine Online (<https://www.mol.usmc.mil>). Certain information on your record of Emergency Data (RED), Basic Training Record (BTR), Basic Individual Record (BIR), can be updated via MOL. All other changes must be submitted to IPAC with supporting documentation via your chain of command.

c. Ensuring any changes of family member status such as marriage, divorce, births, deaths this list is not all inclusive are brought to the attention of IPAC immediately. Appropriate original documents will be required.

d. Properly requesting, checking-out on, and checking-in from leave per the Battalion/Squadron Leave and Liberty order. Ensure you turn in and retrieve your meal card upon start of leave and return.

e. Ensuring Record of Emergency Data (RED), Servicemen's Group Life Insurance (SGLI), Basic Training Record (BTR), and Basic Individual Record (BIR) are accurate and that any changes are submitted in a timely manner.

f. Submitting documents relating to special qualifications such as jump/dive/flight records and school certificates.

g. Reviewing Leave & Earnings Statement (LES) and notifying your command of any errors. MyPay (<https://mypay.dfas.mil/>) is the primary method for reviewing LES, last pay information, travel vouchers, tax statement (w-2's) and submission of pay changes (direct deposit, allotments, federal/state taxes and savings bonds).

h. Ensuring all orders and related claims documents are accurate and submitted to disbursing within 5 working days upon return. Government travel charge card (GTCC) holders ensure balance is paid in full within 30 days upon return of TAD.

i. Reporting any changes or discrepancies in pay and benefits.

j. Reporting any changes to your medical status (light duty, limited duty, medical board, PEB, convalescent leave and hospitalization) to IPAC via your chain of commands Limited Duty Coordinator.

k. Ensuring, via Marine Online (MOL), the accuracy of your career

service dates, including Pay Entry Base Date (PEBD), retirement date, Armed Forces Active Duty Base Date (AFADBD), Date Entered Armed Forces (DEAF).

l. Periodically reviewing their Official Military Personnel File (OMPF) and Master Brief Sheet (MBS).

m. Ensuring all information in the Defense Enrollment Eligibility Reporting System (DEERS) is accurate and up-to-date by either contacting their local RAPIDS/military ID card facility Center Personnel, ID cards/DEERS section Bldg 1551 (Village Center) or visiting <http://www.tricare.osd.mil/deers/default.cfm> or by calling 1(800)538-9552.

n. Ensure upon arrival with reporting orders (PCA, PSCO, FAP, TAD) you report to the join section at IPAC within the first working day.

COMMANDERS' RESPONSIBILITIES

1. Commanders are responsible for the accuracy of their Marines' military records, regardless of the format of the information (paper records, MCTFS records, etc.) and the location of the records (mainframe databases, IPAC, etc.). It is imperative that commanders provide all necessary supporting documents to the IPAC in a timely manner. Commanders will submit supporting documentation to the IPAC within three working days of the event, unless otherwise specified. In addition, commanders are responsible for complying with the current Marine Corps Administrative Analysis Team (MCAAT) checklist available at <http://www.lejeune.usmc.mil/mcaat>. Commanders will ensure that those documents and status changes for Navy personnel are forwarded to the Navy Personnel Support Detachment (PSD) as stated below.

a. Commanders are specifically responsible for the following:

(1) Legal

(a) Submitting Legal Reports weekly. (Report will list, at a minimum, LName, initials, SSN, grade, legal status i.e. confined, UA, Appellate Leave, Court Martial, NJP, and the corresponding date/time of the status change).

(b) Submitting Legal Documents:

1 NAVMC 10132 (Unit Punishment Book (UPB)). (Original to IPAC, copy to member, and unit files)

2 Results of Trial for Courts Martial.

3 DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).

4 DD Form 616 (Report of Return of Absentee).

5 Appellate Leave Orders.

6 Notifications of Admin Separation Proceedings.

7 DD Form 2707 (Confinement Order).

8 Convening Authority (CA) Action.

(2) Morning Reports

(a) Submit utilizing MOL. Additionally Publish Unit Management Status Report (UMSR) via MOL daily. Assign designated personnel within IPAC external permission to view UMSR. If MOL system is down submit manually daily with the Name, SSN, time and dates for the following status changes:

1 Confinement (Civilian/Military).

2 TAD (Funded/Permissive/No cost/HUMS)/FAP.

3 Hospitalization.

4 Leave (Annual/Emergency/Convalescent/Terminal).

5 Joins/Drops.

(3) Leave/TAD

(a) Submitting leave via MOL. If system is down submit original leave papers upon termination.

(b) Submitting copies of TAD orders upon commencement.

(c) Retrieving and safe-guarding meal cards upon commencement of TAD/leave.

(4) Separations/PCS Orders/Enlisted Retention/Medical

(a) Ensuring Marines report to the IPAC no later than 30 days prior to their estimated date of detachment with a Separation Data Sheet and Career Planning Contact Record or PCS Data Sheet with first endorsement.

(b) Ensuring Marines are qualified to separate or execute PCS orders, i.e. TAP, Pre-Separation Counseling, physicals, Check-Out Sheets, Special/Independent Duty Checklists, Overseas Screening Checklists, and obligated service confirmation.

(c) Assigning a Limited Duty Coordinator in writing.

(d) Submitting limited-duty and Physical Evaluation Board (PEB) documents.

(e) Submitting Extension/Reenlistment documents.

(f) Submitting Commanding General's Discharge Authority Letter for Administrative Separations.

(g) Counseling and submitting a page 11 entry for Marines receiving a reenlistment (RE) code of 1B, 3_, & 4_.

(h) Submitting Reenlistment/Lateral Move (RELM) requests for Marines authorized separation pay.

(i) Counseling and submitting a page 11 entry for Marines with 18 years of service concerning Survivor Benefit Plan (SBP) counseling acknowledgement.

(j) Submitting NAVMC 763 (Appointment/Acceptance Record) for officers accepting augmentation.

(k) Submitting requests for Retirement/Transfer to the Fleet Marine Corps Reserve (FMCR).

(5) Joins/From TAD/Pay

(a) Ensuring newly joined Marines report to the IPAC with service records, reporting endorsements and completed travel claim, first working day upon arrival.

(b) Ensuring Marines returning from a TAD excess status (more than 30 days) report to IPAC with service records, reporting endorsements and completed travel claim, first working day upon return.

(c) Ensuring any pay discrepancies are reported to IPAC.

(d) Preparing waivers or remission of indebtedness documents.

(e) Ensuring access to MOL/MyPay.

(f) Ensuring Marines report to IPAC upon the gain or loss of family members.

(g) Ensuring Marines report to IPAC upon assignment/termination of government quarters.

(h) Designating an Agency Program Coordinator (APC) and Alternate APC in writing, to manage the Government Travel Charge Card Program.

(i) Ensuring annual certifications of SDA pay relating to special qualifications such as jump/dive/flight/EOD/Career Retention Specialist.

(6) Promotions/Awards/Training

(a) Submitting promotion recommendations/non-recommendations for eligible Corporals and below no later than the 10th day of each month via MOL, if system is down manual submission will take place.

(b) Submitting completed page 11 entries for all promotion non-recommendations, "will not promote" and "del as erroneous" promotion recommendations no later than the 1st day of the promotion month.

(c) Submitting promotion proficiency/conduct marks for Marines selected to the rank of Corporal and Sergeant via MOL or if system down utilize select grade roster.

(d) Submitting copies of commendatory material.

(e) Submitting training data/rosters to include:

1 Physical Fitness Test (PFT).

2 Marksmanship.

3 Battle Skills Test (BST).

4 Gas Chamber (NBC).

5 Security Lecture.

6 HIV-III Lecture.

ENCLOSURE (2)

7 Leadership Training.

8 Marine Corps Martial Arts Program (MCMAP).

9 Water Survival (Swim Qual).

10 Drug Lecture

11 Anti-terrorism Training.

12 Intelligence Training.

(f) Submitting proficiency and conduct marks for all reportable periods via MOL.

(g) Submitting copies of all weight control and military appearance packages.

(7) Marine On Line (MOL) Coordinator Commander will assign a coordinator and provide name to IPAC.

INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) RESPONSIBILITIES

1. The IPAC has cognizance over personnel administration aboard MAGCC.
2. The responsibilities of the IPAC include, but are not limited to, the following:
 - a. Ensuring all diary reportable items are correctly input to the MCTFS via unit diary within two working days of legitimate source document receipt.
 - b. Service Record Book (SRB) and Officer Qualification Record (OQR) maintenance and accountability.
 - c. Preparation or endorsement and distribution of Permanent Change of Station and Permanent Change of Assignment Orders.
 - d. Preparing and distributing separation documents.
 - e. Monitoring receipt of completed Check-Out sheets.
 - f. Issuing and accounting for meal cards.
 - g. Processing bond and allotment requests.
 - h. Monitoring enlisted promotion eligibility, preparing promotion warrants and submitting requests for remedial promotions.
 - i. Monitoring eligibility for awarding of the Good Conduct Medal and preparing Good Conduct Medal certificates.
 - j. Coordinating with unit's Limited Duty Coordinators to track personnel on limited duty status and report any changes to duty status and limitation codes.
 - k. Conducting new join, triennial, pre and post deployment audits. Attention will be directed for the completion of updating Basic Individual Records (BIR), Basic Training Records (BTR), Serviceman's Group Life Insurance (SGLI) forms, and Records of Emergency Data (RED) prior to departing and upon return from unit deployments.
 - l. Providing personnel administrative support to unit commanders. Any administrative matter that is outside of IPAC's scope or responsibility will be referred to the appropriate Battalion Adjutant section or the Administrative Assistance Unit.
 - m. Providing administrative support in response to Personnel Action Requests from individual Marines or command representatives.
 - n. Releasing message traffic on area clearances and remedial promotion requests.
 - q. Reporting and processing legal (unit diary/SRB) information received from the units.

UNIT DEPLOYMENT PROGRAM/CONTINGENCY OPERATIONS AND FIELD SUPPORT

1. IPAC Responsibilities:

- a. Provide (2) 0121 administrators per Battalion/Squadron no later than 30 days prior to the unit's departure date via TAD.
- b. Provide reach-back account for all administrative needs through organizational mailbox.
- c. Be prepared to provide pre-deployment entitlement briefs.
- d. Provide 24/7 operations in support of forward deployed units.
- e. Provide an electronic copy of all service records no later than 3 days prior to departure to unit.

2. Unit Responsibilities:

- a. Provide a copy of all orders for Marines deploying/contingency operations or conducting field exercises.
- b. Provide actual manifest on day of departure.
- c. Provide block leave paper work once leave is completed.
- d. Provide unit points of contact for the remain-behind echelon.
- e. Provide a split pay roster when warranted.
- f. Ensure pre/post deployment audits are conducted with the IPAC for all deploying members within 30 days of departure/return.

3. Information:

- a. The Battalion or Squadron must provide all gear, equipment and appropriate training to all IPAC Marines that deploy with that unit.
- b. Pre-deployment immunizations for IPAC Marines will be coordinated between the IPAC and deploying unit.
- c. When the 7th Marine Regiment deploys, the IPAC will coordinate with the Regimental Adjutant to identify additional administrative needs. The standard ratio of personnel, at a minimum, is (1) 0170 Personnel Officer, (1) 0193 Administrative Chief and (4) 0121 Administrative Clerks in support of the Regiment's needs.
- d. Recommended that either the attached 7th Marines Personnel Officer or the Administrative Chief of the deploying unit be a member of the advanced party.
- e. IPAC personnel should be detached from the returning unit and report to IPAC no later than 45 days after return.